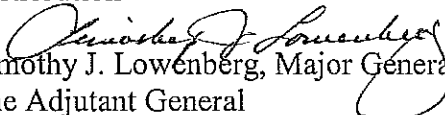




STATE OF WASHINGTON  
MILITARY DEPARTMENT  
Camp Murray • Tacoma, Washington 98430-5000

July 25, 2008

TO: Distribution

FROM:   
Timothy J. Lowenberg, Major General  
The Adjutant General

SUBJECT: Expand the participation of agencies within the Washington State National Incident Management System Interagency Coordinating Group (SICG)

On April 7, 2008, the Governor's Domestic Security Executive Group (DSEG) directed that a Process Action Team (PAT) examine the effectiveness of processes used to implement the National Incident Management System (NIMS) within our state. Following a detailed three month review several recommendations were developed and approved by the DSEG.

The key recommendation from this extensive NIMS inter-agency collaborative study is to expand the State Interagency Coordinating Group for NIMS. (See the attached recommendation provided by the PAT for details.) Please support this important public safety initiative by identifying an agency staff individual or individuals that can participate and represent your agency as a member of the NIMS SICG. In many organizations this could be the State Agency Liaisons that represent your agency during activations in the state Emergency Operations Center and who are familiar with NIMS and their emergency support function responsibilities. I do not anticipate that this will be an overwhelmingly time consuming requirement and will be an essential collaborative effort to preparing for potential disaster and emergency events.

Please provide the name, phone number and email address for your agency point of contact that will participate as a member of the NIMS SICG to our State NIMS point of contact Jim Kadrmas (253) 512-7027 or [j.kadrmas@emd.wa.gov](mailto:j.kadrmas@emd.wa.gov) by September 15, 2008.

Distribution: WA State Association of Sheriffs and Police Chiefs  
WA State Emergency Management Association  
WA State Emergency Management Division  
WA State Department of Agriculture  
WA State Department of Community, Trade, and Economic Development  
WA State Department of Early Learning  
WA State Department of Ecology  
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WA State Department of Transportation  
WA State Higher Education Coordinating Board  
WA State Office of the Attorney General  
WA State Office of the Superintendent of Public Instruction  
WA State Patrol

## **PAT RECOMMENDATIONS TO DSEG**

**ISSUE:** Expand the participation of agencies within the State NIMS Interagency Coordinating Group (SICG).

**DISCUSSION:** State agencies with lead ESF responsibilities, state agencies having key support roles, and representatives from county, city and tribal organizations should assign members of their organizations to participate in the SICG. Expanding agency membership to include these organizations will:

1. Allow representatives to collectively review and discuss annual Federal NIMS compliance activities as they are introduced.
2. Contribute in the interpretation of the compliance activities and in particular, how the activity impacts their specific level of government or discipline.
3. Assist in the annual development of the state's NIMS Compliance Reporting Tool. Because of the Home Rule relationship between our state and local governments, members will represent the interests of the disciplines, jurisdictions and tribes and collaboratively develop the wording used for the questions within the tool. Careful attention will be given to ensure questions meet the true intent of the Federal requirement.
4. Develop, as necessary, compliance guidance relating to their disciplines.
5. Assist the State NIMS Point of Contact (POC) in clarifying or resolving issues relating to their disciplines.
6. Assist the State NIMS POC in answering questions from personnel or organizations throughout the state that are specific to their disciplines.
7. Meet as necessary throughout the year, but maintain contact in order to pass information and develop state guidance. As new federal compliance activities are introduced, the SICG will need to meet more frequently due to the development of the State NIMS Compliance Reporting Tool.

Support the expansion of the SICG to include the following state agencies and associated responsibilities:

Agency	Responsibilities (will provide)
<b>Military Dept</b>	<ul style="list-style-type: none"> <li>• Provides over all management of the states NIMS implementation - provides guidance to the SICG, and general outreach to state, local, and tribes, organizations, agencies and departments.</li> <li>• Provides State NIMS POC and SICG Chair.</li> <li>• Provides administrative support to the State NIMS POC and SICG.</li> <li>• Provides Subject Matter Expert, and SICG Member for NIMS Training. Provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments regarding NIMS training requirements.</li> <li>• Provide Subject Matter Expert and SICG Member for ESF 2, Communications and Warning. Through coordination with the Washington State Department of Information Services and the State Equipment Interoperability Committee, provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments concerning the establishment of communications interoperability.</li> <li>• Provides Subject Matter Expert, and SICG Member for ESF 5, Emergency Management. In consultation with the Washington State Emergency Management Association, provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments within the emergency management discipline.</li> <li>• Provides Subject Matter Expert and SICG Member for ESF 7, Resource Management. In consultation with the Washington State Department of General Administration, provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments within the resource management discipline.</li> <li>• Provides Subject Matter Expert and SICG Member for ESF 9, Ground Search and Rescue and the Emergency Worker Program. Provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments having responsibilities within the ground search and rescue discipline and the Emergency Worker Program.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provides Subject Matter Expert and SICG Member for ESF 15, External Affairs. Provides interpretation, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments having responsibilities within the: <ul style="list-style-type: none"> <li>- Public Information System</li> <li>- Businesses and Private Industry</li> </ul> </li> <li>• Provide Subject Matter Expert and SICG Member for ESF 20, Defense Support to Civil Authorities. Provides interpretation of federal direction, develops guidance and participates in outreach for state military organizations.</li> <li>• Provides Subject Matter Expert and SICG Member for the administration of federal preparedness assistance funding and grant programs management.</li> </ul>
<b>Department of Transportation</b>	<ul style="list-style-type: none"> <li>• Provides Subject Matter Expert and SICG Member for ESF 1, Transportation. Provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments having responsibilities within the transportation discipline.</li> <li>• Provides Subject Matter Expert and SICG Member for ESF 9, Aviation Division. Provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments having aviation assets.</li> </ul>
<b>Department of Information Services</b>	<ul style="list-style-type: none"> <li>• Provide Subject Matter Expert and SICG Member for ESF 2, Communications and Warning.</li> <li>• Through coordination with the Washington State Emergency Management Division and the State Equipment Interoperability Committee, provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments concerning the establishment of communications interoperability.</li> </ul>
<b>Department of General Administration</b>	<ul style="list-style-type: none"> <li>• Provide Subject Matter Expert and SICG Member for ESF 3, Public Works and Engineering. Provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments within the public works and engineering discipline.</li> </ul>

<b>Washington State Patrol</b>	<ul style="list-style-type: none"> <li>• Provide Subject Matter Expert and SICG Members for ESF 4 and ESF 13.</li> <li>• Provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments within the law enforcement discipline.</li> <li>• In consultation with Department of Natural Resources, provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments within the fire fighting discipline.</li> </ul>
<b>Department of Natural Resources</b>	<ul style="list-style-type: none"> <li>• Provide Subject Matter Expert and SICG Members for ESF 4 and ESF 11.</li> <li>• In consultation with the Washington State Patrol, provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments within the fire fighting discipline.</li> <li>• In consultation with the Washington State Department of Agriculture, provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments within the agriculture and natural resources discipline.</li> </ul>
<b>Department of Social Health Services</b>	<ul style="list-style-type: none"> <li>• Provides Subject Matter Expert and SICG Member for ESF 6. In consultation with the Emergency Management Division, the Red Cross, and volunteer organizations, provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments having mass care, housing and human services responsibilities.</li> </ul>
<b>Department of Health</b>	<ul style="list-style-type: none"> <li>• Provides Subject Matter Expert and SICG Member for ESF 8, Public Health and Medical Services. Provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments within hospitals and the public health discipline.</li> <li>• Provides maintenance and support for NIMS reporting database.</li> </ul>
<b>Department of Ecology</b>	<ul style="list-style-type: none"> <li>• Provide Subject Matter Expert and SICG Member for ESF 10, Hazardous Materials. Provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and department's hazardous materials response responsibilities.</li> </ul>

<b>Department of Agriculture</b>	<ul style="list-style-type: none"> <li>• Provide Subject Matter Expert and SICG Member for ESF 11, Agriculture and Natural Resources.</li> <li>• In consultation with the Washington State Department of Natural Resources, provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments within the agriculture and natural resources discipline.</li> </ul>
<b>Department of Community, Trade, and Economic Development</b>	<ul style="list-style-type: none"> <li>• Provide Subject Matter Expert and SICG Member for ESF 12, Energy. Provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments within the energy discipline.</li> </ul>
<b>Office of the Superintendent of Public Instruction</b>	<ul style="list-style-type: none"> <li>• Provide Subject Matter Expert and SICG member for K-12 schools, school districts, and educational service districts. Provides interpretation of federal direction, develops guidance and participates in outreach efforts for public and private K-12 schools.</li> </ul>
<b>Higher Education Coordinating Board</b>	<ul style="list-style-type: none"> <li>• Provide Subject Matter Expert and SICG member for public and private universities, colleges and community colleges. Provides interpretation of federal direction, develops guidance and participates in outreach efforts for public and private universities, colleges and community colleges.</li> </ul>
<b>Department of Early Learning</b>	<ul style="list-style-type: none"> <li>• Provide Subject Matter Expert and SICG member childcare centers and preschools. Provides interpretation of federal direction, develops guidance and participates in outreach efforts for public and private childcare centers and preschools.</li> </ul>
<b>Department of Licensing</b>	<ul style="list-style-type: none"> <li>• Provide Subject Matter Expert and SICG Member. In consultation with the Military Department, examine the possibility of developing and managing a statewide credentialing system.</li> </ul>
<b>Office of the Attorney General</b>	<ul style="list-style-type: none"> <li>• Provide Subject Matter Expert and SICG Member. Provide counsel to the SICG regarding the legal aspects of implementation activities and the processes considered for use by the SICG and Washington State.</li> </ul>
<b>Select County, City and Tribal Representatives</b>	<ul style="list-style-type: none"> <li>• Provide SICG Member to represent the interests of the local and tribal community.</li> </ul>

<b>WSEMA</b>	<ul style="list-style-type: none"> <li>• Provide SICG Member to represent the interests of the Washington State Emergency Management Organizations.</li> <li>• In consultation with the Washington State Emergency Management Division, provides interpretation of federal direction, develops guidance and participates in outreach efforts for tribes, organizations, agencies and departments within the emergency management discipline.</li> </ul>
<b>WASPC</b>	<ul style="list-style-type: none"> <li>• Provide SICG Member to represent the interests of the Washington State law enforcement training academies.</li> <li>• In consultation with the Washington State Patrol, provides interpretation of federal direction, develops guidance and participates in outreach efforts for Washington State Law Enforcement Training Academies.</li> </ul>